



1. Attendance Roster

User Council Members and Alternates

P = Present	T = Via Telephone	A = Absent
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**Primary**

T	Adams	Ocie	Mr.	SOA – DOT&PF
A	Fisher	Bryan	Mr.	SOA Other – DMVA (representing all other AK Agencies)
T	Fronterhouse	Bev	Ms	Fed Non-DOD – DOI
	<b>VACANT</b>			Fed Non-DOD – TSA
A	Schmidt	Sheldon	Chief	Municipalities, Southeast Rep – Sitka PD
T	Johnson	Brad	Chief	Municipalities, Northern Rep - Fairbanks PD, <b>Vice Chair</b>
P	Leveque	Matt	MAJ	SOA – DPS, <b>Chair</b>
T	Beals	Mark	Chief	Municipalities, Central Rep – Bear Creek Fire Service Area
A	Mitchell	William	Mr.	DOD - Eielson
A	Murphy	Peter	Mr.	Fed Non-DOD - FBI
T	Newman	Natalie	Ms.	DOD – US Army Alaska
A	Shearer	James	TSgt	DOD – Elmendorf

**Alternate**

P	Blaine	Scott	TSgt	DOD - Elmendorf
A	Borrego	Susan	Ms.	Fed Non-DOD - FBI
A	Caldwell	Jim	Mr.	Fed Non-DOD - TSA
T	Gibbs	David	Mr.	Municipalities, Northern Rep – Fairbanks North Star Borough Emergency Manager
P	Hansen	Glenn	Mr.	SOA Other - DMVA
A	Keeney	George	Chief	Municipalities, Central Rep – Valdez FD
A	Lawson	Dave	Asst Chief	Municipalities, Central Rep – Valdez FD
A	Lewis	Mike	Mr.	Fed Non-DOD - DOI
A	Patz	Greg	Mr.	SOA - DOT
T	Head	Lowell	Mr.	DOD - US Army Alaska
A	Royal	Ronald	Mr.	DOD – Eielson
A	Leggett	Ray	Chief	Municipalities, Southeast Rep – Skagway PD
A	Smith	Juliana	SSgt	DOD – Elmendorf
A	Wilson	Barry	LT	SOA – DPS

**Other Attendees**

P	Borg	Casey	Mr.	System Manager
P	Ince	Chester	Mr.	OMO Subject Matter Expert
P	Leber	Rich	Mr.	OMO Technical Advisor
T	Pyne	Kathryn	Ms.	DNR Forestry
T	Quickel	Joe	Mr.	DOD Project Office



Alaska Land Mobile Radio

*ALMR User Council  
Meeting Minutes*

*Date: February 4, 2009*

P	Schoenwald	Doug	Mr.	DMVA
P	Shafer	Sherry	Ms.	OMO Document Specialist
T	Sinclair	Jack	Mr.	DNR Parks and Outdoor Recreation
P	Smith	Del	Mr.	Operations Manager

2. Meeting Minutes and Action Items

Agenda Item / Topic	Discussion	Action Items
<b>Called to Order</b>	Major Matt Leveque called the meeting to order at 1:30 p.m.	
<b>Roll Call</b>	Roll call was taken and a quorum not achieved at that time. Quorum was achieved later during the meeting when Ms. Newman was able to join the meeting via teleconference.	
<b>Previous Meeting Minutes Approval</b>	Minutes from January 7 meeting were reviewed.  <b>Motion: Accept and approve the January 7, 2009, meeting minutes.</b>  <b>Motion:</b> MSgt Scott Blaine <b>Second:</b> Mr. Mark Beals  <b>The minutes were approved.</b>	
<b>Review of I&amp;R Log</b>	<b>Active Issues</b>	
<b>#57 – User Council Vacant Positions</b>	The TSA primary representative position remains empty.  Major Matt Leveque states he would call TSA after the meeting.	
	<b>Pending Issues</b>	
	There were no pending issues.	
	<b>Issues Closed at, or since, last meeting</b>	
	There were no issues closed at the last meeting.	
<b>Review of Action Items from Previous Meeting</b>	Only one item from the last meeting. It concerned the outstanding State of Alaska Periodic Maintenance Inspection Quality Assurance discrepancies. A copy of the discrepancies was provided to Major Leveque after the last meeting.  Mr. Del Smith stated he had spoken to both Ms. Sharon White and Mr. Carl Hereford at State of Alaska (SOA) Enterprise Technology Services (ETS), and that SOA had tried to contract out some of the issues last year but the contract fell through. Those items will be addressed this year once the weather improves and the sites are accessible.	1. Item closed on Action Item List; however, due the number of days some of the discrepancies have remained open (some are 495 days old); this was added to the Issues & Risk Log.
<b>Operations Management Office Update</b>	<b>Mr. Del Smith, Operations Manager</b>	
<b>Common Language</b>	1. Del stated the first teleconference was held on January	





<p><b>SOA Wild land Fire Frequency Sharing Agreement</b></p> <p><b>Outstanding Membership Agreements</b></p> <p><b>2008 UC Annual Assessment on System Ops and Mgt Performance</b></p> <p><b>OMO Customer Support Plan (CSP) - Annual Review</b></p> <p><b>User Council Appointment Letters</b></p>	<p>Del stated the CNE that is being revised does address each of those specific likely events.</p> <p>Matt asked if Brad was approaching this pre-planning from the technical or operational perspective. Brad stated he was looking at it from a System standpoint, that regardless of where it occurs; what steps we would go through to re-establish the System and what things we would need to implement.</p> <p>2. After 10 months, the SOA frequency manager finally reviewed the agreement prepared by the OMO and DOD and made some minor verbiage changes. Those changes were reviewed by the OMO and DOD and approved. However, they still have not signed it and provided it back to the OMO. Once we get the signed final agreement, OMO can get those frequencies programmed into the Transportable radios and we can close out this issue.</p> <p>3. We are still trying to close out the 2009 membership agreements before we have to start the process all over again for 2010. Those agencies listed on the agenda have not completed their agreements and any assistance the designated User Council representatives can provide would be greatly appreciated.</p> <p>4. This is the first year the OMO has produced the report on behalf of the User Council. It is an annual User Council requirement, per the Cooperative Agreement. OMO is still awaiting a quorum of approval votes from council members so we can get it to the Executive Council. Del specifically addressed comments from SOA DOT and addressing them to the User Council as metrics versus the report since it was a 'high-level' overview.</p> <p>5. Please provide comments/requested changes to the OMO. If there are things in the document that are not services that anyone requires, please let us know. Likewise, if there are services the User Council thinks should be included but is not; please let us know that as well.</p> <p>6. Per the User Council Charter, a signed letter of appointment is required for members to have voting rights. We are still missing a couple updated appointment letters; please get them updated as soon as possible.</p>	
<p><b>System Management Office Update</b></p>	<p><b>Mr. Casey Borg, System Manager</b></p>	
	<p>Mr. Casey Borg discussed the Subscriber Request Form and the need to fill one out when subscriber units are added/deleted/disabled, etc. He stated an email was</p>	<p>2. SMO to work with DOD agencies on submission of Subscriber</p>



	<p>acceptable if all the information on the form was contained in the email. He also noted the individuals listed on the agency's POC list should be the only ones submitting the Subscriber Request Form. There were individuals submitting forms who were not on the agency's POC list.</p> <p>Scott stated there are some organizations who have client system administrator privileges and can do their own adds/deletes etc. He stated that the 3<sup>rd</sup> Communications Squadron does dozens a day and wanted to know if they could do them after the fact as a group, or if the requirement to submit the forms could be removed from the Customer Support Plan.</p> <p>Casey explained the requirement is a contract obligation but he would work to see if the agencies with client system administration privileges could do a weekly or monthly accounting report of add/deletes etc.</p>	Request Form.
<b>Joint Project Team Update</b>	<b>Mr. Tim Woodall, ALMR Project Manager</b>	
<b>Current On-going Projects</b>	<p>Mr. Joe Quickel presented on behalf of Mr. Woodall. There are four current DOD projects</p> <ol style="list-style-type: none"> <li>1. Humidification at Birch Hill. The power is not installed and there is no date yet. Natalie stated the work order has been submitted.</li> <li>2. Site Summit equipment is installed. One of the three channels is turned on. There is a licensing issue with the other two channels.</li> <li>3. The Economic Analysis is still on-going. The Project Management Office (PMO) is awaiting the second draft.</li> <li>4. MotoBridge™ update. There will be no field work until March. There are power/transport issues and the PMO is working with SOA to resolve those. The procedures and protocols are in draft. The goal is to complete the DOD portion NLT June 30, 2009.</li> </ol>	
<b>Joint Project Team Update</b>	<b>Mr. Jim Kohler, SOA ETS Program Manager</b>	
	Mr. Kohler was in Juneau and unavailable for the meeting.	
<b>Old Business</b>	There were no items for this meeting.	
<b>Next meeting</b>	<p>The next regularly scheduled meetings are Mar 4, and Apr 1, and May 6, 2009.</p> <p>Deputy Chief Johnson is out during the March meeting and Major Leveque is out during the April meeting.</p>	
<b>New Business</b>		



Alaska Land Mobile Radio

*ALMR User Council  
Meeting Minutes*

*Date: February 4, 2009*

<p><b>Annual Chair and Vice Chair Elections</b></p>	<p>1. Major Matt Leveque was re-elected as UC Chair and Deputy Chief Brad Johnson was re-elected as UC Vice Chair.</p>	
<p><b>UC Charter Review</b></p>	<p>2. Ms. Sherry Shafer advised the council that it has been two years since the UC Charter was reviewed. This would be a good time to look at it and change it, if required.</p> <p>Brad suggested the council members review the charter and discuss it at the next meeting.</p>	
<p><b>OMO Customer Support Plan (CSP)</b></p>	<p>3. Del advised the council that the annual review of the OMO CSP is due. The OMO is currently reviewing and revising the document.</p>	
<p><b>Adjourn</b></p>	<p>A motion was made to adjourn the meeting by Ms. Natalie Newman and seconded by Scott.</p> <p><b>The meeting was adjourned at 1412.</b></p>	